



## HOSTEL CLEARENCE FORM

### Instructions to the submitter:

1. Please fill all sections clearly.
2. Write "N/A" if a section is to be left blank
3. Submit this form to RSD Office.
4. Typical processing time for this form is one working day.
5. The "RSD Cleared" stamp will be pasted on your PIEAS clearance form only after all balance is cleared. This form will be kept in RSD Office for record.
6. Your mess account will be charged till the date of mess closure you specified on this form and will be closed immediately after that.
7. You must vacate your RSD accommodation by the Residence vacate date you specified on this form. However, this vacate date is not binding on RSD and you can be asked to vacate your accommodation before this date.
8. You are responsible for payment of any and all dues and fines.
9. RSD reserves the right to revoke this clearance by informing Registrar, PIEAS.
10. Your cooperation is greatly appreciated. You can report any issues, delays or problems to your respective deputy warden or Head, RSD.

<b>Details of Submitter</b>						
Registration/Personnel Number: _____				Name: _____		
Department: _____				Program & Session: _____		
<b>Please Provide details of your current RSD Hostel residence below</b>						
Hostel Name: _____				Room Number: _____		
Residence vacate date (if not immediate): _____						
Signature of concerned Hostel Caretaker _____						
<b>Please Provide Details of current memberships in any and all RSD messes</b>						
Date of mess closure (if not immediate): _____						
<b>(Administrative use only)</b>						
Mess	Account Number	Security	Bill Due	Balance	Mess Cashier Seal	Date
A/B/E						
C/D						
H/J						
F						
				TOTAL Balance:		
Date of Form Submission: _____						
Signatures of submitter: _____						
<b>(Administrative use only)</b>						
<b>Remarks:</b>						
Total balance (incl. hostel fines, etc.): _____				Balance Paid/Returned: _____		
Signatures of submitter verifying receipt of any balance received: _____				Stamp and signatures of RSD Supervisor: _____		
Date: _____				Date: _____		